



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-95

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DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION PIERCE CASHIERS		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Employee Time Cards	5 Years (Original) + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Employee Time Sheet DR4501	3 Years + Current					
3	Performance Reviews & PDQ's (Copy)	Retain Until Employee Leaves or is superseded					
4	Vender Invoices	1 Year + Current					
5	Request for Leave DR4466	1 Year + Current					
6	Leave Summary Reports	1 Year + Current					
7	Teller's Daily Report DR5105	3 Months					
8	Cashier Report	3 Months					
9	Armored Car Books & Bill of Lading	1 Year + Current					
10	Suspense Sheet	3 Years + Current					
11	Monthly Charts & Production Summaries	2 Years + Current					
12	Over/Short Reports	1 Year + Current					
13	Paid Outs	1 Year + Current					
14	MV Vehicle Research Stamp Sale DR5683	1 Year + Current					
15	Register of Research Stamp Sale	1 Year + Current					
16	Deposit Slip	3 Years + Current					
17	Copy of Cash Envelope	3 Years + Current					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Kitchener</i>	Date 10/8/2004	Records Liaison Officer's Signature <i>Julie Raynal</i>	Date 9-27-04
Attorney General's Signature <i>John W. Swihers</i>	Date 5/3/05	State Auditor's Signature <i>Dolly Symons</i>	Date 10/29/04

SA 094 (REV 1/78)